

October 20, 2020 Lyons Public Library Board of Trustees Meeting

The meeting was called to order at 7:00 p.m. Board members present were Joan Wallis, Gary Bennett, Scott Bailey, Matt Owen, Marianne Stephan, Jim Frind and Theresa Streb.

Treasurer's Report: As of September 30, we had \$23,826.79 in operating savings, \$1,239.78 in operating checking, \$966.87 in payroll checking and \$12,832.83 in capital savings, as well as \$83,711.12 in Community Bank. Monthly financial reports were attached and available to the board.

Circulation Report: Circulation for the month of September 2020 was 1704 (274 ILLs sent) with 231 eBooks for a grand total of 2209 items circulating. Computer use for the month was 91. We had 17 new cards issued and 96 wireless users.

Motion: Jim Frind moved to accept September minutes. Marianne Stephan seconded. Carried.

Time Study: This was done and given to board members.

Future retirement: Leona Lauster plans on retiring in June 2021. The board was given a Library Assistant job description from Wayne County Civil Service.

Petty Cash Fund Policy: A draft of the policy was handed out, which included revisions based on advice from the auditor.

Motion: Marianne Stephan moved to approve the Petty Cash Policy. Jim Frind seconded. Carried.

Annual Library Report: The annual Lyons Public Library Report for 2019 was given to the board and will be posted on the library's website and Facebook account. The 2020 report will be issued in March 2021.

Receipt and Deposit of Funds Policy: This was changed on the advice of the auditor.

Motion: Marianne Stephan moved to approve changes to the Receipt and Deposit of Funds Policy. Matt Owen seconded. Carried.

Employee Health Screening Policy: This policy from Pioneer Library System was given to the board to review. It was suggested that the definition of a 'fever' be included as well as a sign-in sheet for patrons for contact tracing.

Motion: Jim Frind moved to start a sign-in sheet for patrons to voluntarily sign-in when entering the library, in case contact tracing is needed. Marianne Stephan seconded. Carried.

Motion: Marianne Stephan moved to approve the Employee Health Screening Policy with the addition of a definition of 'fever' and a statement attesting that the employee signing the screening sheet has not been outside of New York State or where there is an outbreak of Covid19. Joan Wallis seconded. Carried.

Bills Motion: Scott Bailey moved to approve the bills for October. Jim Frind seconded. Carried.

Back-up Drives: One has failed. New ones have been installed by a tech from Pioneer Library System. The bookkeeping computer may need rewiring. Two new computers have been installed. Two more need replacement.

Motion: Marianne Stephan moved to approve purchase of 2 new computers and hardware. Scott Bailey seconded. Carried.

Long-range Plan: The patron survey results are available. Theresa suggested one year be added to the current long-range plan. She also suggested a Programming Policy be created. She will have a draft copy for the November meeting.

Vacation Days Request: Theresa requested November 13, 16 and 29 as vacation days. She will be talking with ADP about adding employee leave time to their pay stubs. She will be talking with them Thursday at 3:00 pm.

Motion: Marianne Stephan moved to grant the vacation request. Jim Frind seconded. Carried.

Director Retirement: Theresa projects that she will be retiring in 5 years.

Staff Evaluations: This year there will be two parts: employee/staff input, including goals, and director's input. They will be available at the November meeting.

Halco: Extra filtrations may be needed. Theresa will ask Halco and Julia Marshall as well.

Childrens' Corner: Theresa will talk to Julia about the arrangement of bookshelves that are reachable for young children.

The meeting adjourned at 8:20 p.m.

Next board meeting: The board will meet **Tuesday November 17 at 7:00 p.m..**

Respectfully submitted,
Joan Wallis